United States Department of State

FOREIGN AFFAIRS MANUAL

VOLUME 7 – Consular Affairs

Change Transmittal: CON-452
Date: March 28, 2013

7 FAM 1300 APPENDIX T INFORMATION REQUEST LETTERS AND INFORMATION NOTICES

Changes

1. **Summary:**

   Revisions to 7 FAM 1300 Appendix T did not include any major policy changes. The update clarified that Passport agencies/centers are not permitted to make wholesale changes to the Information Request Letters (IRLs), and clarified procedures for requesting updates to the IRLs, retaining copies of IRLs with the file.

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).

4. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 7 FAM 1300 Appendix T (CT:CON-407; 06-29-2012), and insert the new 7 FAM 1300 Appendix T (CT:CON:452; 03-28-2013).

2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT line for the appropriate and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.